



2013 County Clerk Annual Report

Barbara A. Frank, County Clerk
 Audrey McGraw, Chief Deputy
 Roxanne Witte and Kathy Hart, Deputies
 Deputized Finance Department Staff:
 Cindy Diestelmann, Jayne Hintzmann, Donna Miller

ELECTIONS

Election Date	Population	Eligible Voters	Registered Voters	Ballots Cast	Eligible Voters	Registered Voters
19-Feb-13 Primary	83,794	64,224	58,500	5,158	8.8%	8.0
Justice of Supreme Court; Lake Mills & Watertown School Board						
02-Apr-2013	83,794	64,224	57,583	14,363	24.9	22.4
State Superintendent; Justice of Supreme Court; Court of Appeals Judge District IV; Circuit Court Judge II						
01-April-2014	November 15, 2013 Process Begins with publishing notices and 40+ candidates filing for 30 County Board contests					

*72% of the total population is estimated to be eligible to vote; Registered in SVRS (only 15% of county eligible not registered)

2013 Accomplishments

- DS 200 Voting machines purchased in September 2013
 - 2009 Appropriation awaiting certification of most recent equipment
 - March 20 gave testimony at Government Accountability Board meeting regarding urgency for process change of certification of election equipment
 - August meeting Government Accountability Board conditionally accepted results received via modem(*electronic device connecting computers via phone line, allowing an exchange of information*)
 - Week of 10/4 Old equipment taken to fair park for recycling collected from 25 municipalities
 - Week of 10/7 New DS200 equipment delivered, set up & tested at fair park
 - 10/7-11/15 New equipment delivered to municipalities
 - 11/14 Meeting in Madison with E S & S (vendor) & Dane, Brown, and Jefferson County to address phone line certification and modem testing to meet the GAB imposed requirements
 - 12/9 & 11 held 4 training sessions for poll workers' training on DS 200
 - Week of 12/17 coordinated Telecom Fitness to perform "Certification of analog telecommunications infrastructure"
 - Ordered "loop current regulators" for 14 municipalities
 - 2014: coordinated ballot box pickup/replacement; original delivered ballot boxes were in poor condition and not acceptable
 - 1/10/2014 County Wide Modem testing with vendor technical support
 - 1/13/2014 DS 200 software training for staff
 - 1/23/2014 DS 200 software training continued
 - Week of 2/17/2014 "loop regulators" installed and tested
 - April 1, 2014 Spring General Election Countywide use of DS200
- In-house programming of election software reverses a county expense to election vendor and to a **revenue \$20,336** from municipal & school districts to county
- Statewide Voter Registration System (SVRS) provider for 13 municipalities with updating voter registrations and recording of each actual voter for each election; Revenue of \$4072

for SVRS services fees as agreed upon in our memorandum of understanding (MOU); \$109 revenue from reports requested by the public- fees established by state

- Assisted 40+ interested parties/candidates in completing county board nomination papers to obtain ballot status
- Web page enhancements by continuous posting of candidate filings, election results activity
- Worker's compensation proposals selecting new claims administrator resulting in cost savings
- Continued counter service for DNR of ATV, Boats and Snowmobile registration as a convenience to county residents
- Accepted Debit and/or credit card payment from 133 customers (adding approximately 5 minutes processing time with no additional revenue)
- Process passports & take photos on a **“no appointment needed basis”**
 - 5 Federally Certified staff (annual certification required)
- Served on the Wisconsin County Clerk's Association (WCCA) Executive Board since 2009. Currently serving as Past President to WCCA.
- Served as a member to Local Government Property Insurance Advisory Commission to better insure the state program covers the County's risk
- ***Train New County Administrator ☺***

Revenue Summary

2009	2010	2011	2012	2013		2013 Revenue
					Mandated Services	
451	484	433	467	464	Marriage License	\$20,880
48	56	44	34	42	ML Waiver Fees	\$ 1,050
			7	6	ML Military Waiver Fees	\$ 60
10	1	2	5	4	Domestic Partners	\$ 260
4	1	0	3	3	DP Waiver Fees	\$ 30
					Election Reimbursement	\$ 8,454
					Mandated Services Total	\$30,734
					Non-Mandated Services	
139	124	100	120	83	Temporary Plates (DMV)	\$ 415
163	1018	705	705	766	Passport Fees	\$19,150
75	547	451	403	511	Passport Photos	\$ 4,829
					DNR Fees	\$ 184
					In-house programming	\$11,882
					SVRS Relier	\$ 4,072
					ATV/Boat/Snowmobile	\$ 378
					Total non-mandated services	\$40,910

2014 Goals

- Successful elections with the use of the IntElect DS200 . Extensive staff, clerk and poll worker hardware training; staff software refresher training for a smooth transition for all future elections.
- Update and enter new voter registrants for Statewide Voter Registration System (SVRS) to keep data current
- Provide support and training for new municipal clerks
- Continue to utilize current deputies to sell DNR decals (Boat, ATV, UTV, Snowmobile)

- Increase DMV services to include vehicle registration sticker and title issuance
- Complete record review in vault & basement vault for new storage retention areas.
- Involvement in Wisconsin Municipal Mutual Insurance Corporation (WMMIC) boards and committees
- Involvement with the WCCA to provide greater influence with the Government Accountability Board (GAB)
- Website enhancements with County Directory uploads
- 3 Scheduled Elections to be held on **April 1, August 12, November 04**
- *Train New Corporation Counsel ☺☺*

2013 Responsibilities and Services Provided

Statutory duties of the County Clerk's Office are listed in Wis. Stats. 59.23. The County Clerk performs a wide variety of tasks including:

- Act as Clerk of the County Board at all meetings
- Apportions State and County taxes together with special charges to the municipal town/village/city clerks by December 1st each year
- Prepare, layout, print and distribute consolidated ballots for 27 municipalities, 13 schools, county, state, federal elections and the canvass/return of votes in all county, state and federal elections
- Provide voting equipment and handicapped accessible voting machines to 38 polling places in Jefferson County
- Program & test software for 38 county-wide voting machines and 29 handicapped accessible voting machines
- Publish all required election notices in newspapers
- Update web page with candidate filings and election results
- Provide services to 13 towns/villages/cities under the Statewide Voter Registration System (SVRS) maintaining voter registrations & printing poll books for each election; Statistical election data entry for each relier
- Maintaining web page for elections, county clerk, county directory, committee members, and 27 municipalities
- Filing County Officers' official oaths & code of ethics reports
- Issue marriage licenses
- Issue Domestic Partnership and terminations
- Sells Department of Natural Resource (DNR) licenses
- Distributes dog licenses and supplies to municipalities; handle animal claims; distribute funds to municipalities
- Issue and mail passports and take passport photos
- Compile, print, and distribute the official County directory and monthly updates on webpage
- Issue temporary auto/truck license plates
- Signs deeds transferring County property
- Files bills presented for consideration in State Assembly and Senate and refers them to Administration & Rules Committee and county departments
- Reviews, coordinates, and administers both contracts and claims for workers compensation, dental, liability and property insurance coverage for the County